



May 11, 2020

GSA SMARTPAY® SMART BULLETIN

**U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
SMART BULLETIN NO. 022**

GSA SmartPay – GSA SmartPay Program Certification (GSPC)

EFFECTIVE DATE: May 11, 2020 and shall remain in force until modified or rescinded.

BUSINESS LINE(S) AFFECTED:
All Business Lines

INTRODUCTION:

Public Law 112-194, The Charge Card Abuse Prevention Act of 2012, and Office of Management and Budget (OMB) Circular A-123, Appendix B, "Improving the Management of Government Charge Card Programs," emphasize the need for agencies to effectively manage their charge card programs. Therefore, Agency/Organization government charge card personnel must possess a thorough understanding of applicable statutes, policies, procedures and best practices to help ensure charge card programs are managed properly and agency refund potential is maximized. Agency/organization government charge card personnel are also charged with the responsibility of ensuring cardholder accounts are correctly established, maintained and closed out, cardholders are trained (including maintenance training), appropriate transaction monitoring is conducted, and agency/organization management is advised when corrective action is required.

SUMMARY:

Individuals who play a role in managing or executing agency/organization GSA SmartPay programs have an optional opportunity to earn a "GSA SmartPay Program Certification (GSPC), formerly the "Charge Card Manager Certification" (CCMC). This designation is obtained by completing the required coursework offered during the forum and by possessing actual "hands-on" experience working with the GSA SmartPay program, account holders, and card managers. Use of this certification program is voluntary and is intended to ensure that charge card personnel have the fundamental training and experience needed to work with a government charge card program.

Agency/organization use of this program is encouraged, but voluntary.

Please note: If you've received the CCMC certification in 2017 or 2018, you will not have to re-qualify for the certification. CCMC certifications will remain valid until their normal expiration.

How is the Certification obtained?

Coursework: All required courses will be offered through the annual GSA SmartPay Training Forum. The curriculum includes both the GSA Qualifying and Bank/Brand Qualifying classes.

Experience: A candidate must have a minimum of six (6) months of continuous, hands-on experience working with the GSA SmartPay program prior to applying for the certification.

Maintenance Training: Once the certification is obtained, it will remain active for three (3) years provided the recipient complies with the maintenance training requirements required by OMB Circular A-123, Appendix B.

Certification Renewal: The renewal process is detailed below:

- Those who wish to renew their certificate must take five (5) GSA Qualifying and Bank/Brand Qualifying classes during a GSA SmartPay Training Forum anytime within the next three (3) years after the original certification. Agency meetings do not count towards the requirement.
- During in-person forums, RFID equipment will scan your badge, recording which sessions you attended. After the forum, GSA will receive the RFID report of courses attended.
- During virtual forums, the web platform will track which sessions you attended. After the forum, GSA will receive a report of courses attended.
- The year your certification is due for renewal, you will receive an email after that year's forum with a link to the GSA SmartPay Training website asking you to confirm that you have met the renewal requirements.

For example, if certification was received in 2017, the certification holder who is pursuing renewal must take a total of five (5) GSA Qualifying and Bank/Brand Qualifying classes anytime during the 2018, 2019, and/or 2020 GSA SmartPay Training Forums. Courses can be taken all at once or spread out over the three year time span.

GSA may modify these requirements if program performance so warrants. These changes will be conveyed in a revision to this Smart Bulletin.

ACTION:

First time candidates for the GSPC will need to comply with the following procedures:

1. Satisfy the training requirements as defined below:

All first time candidates for the "GSA SmartPay Program Certification" must complete a total of 7 classes: 2 GSA Qualifying classes and 5 Bank/Brand Qualifying classes. Class attendance will be tracked during the GSA SmartPay Training Forum and automatically submitted to the GSPC program manager.

For in-person forums, badges will be scanned as you enter/exit each class. For virtual forums, the web platform will track which sessions you attended. You must be in attendance for the entire length of the course to receive credit.

GSA Qualifying Classes (2)

Complete 2 GSA qualifying classes offered during the annual GSA SmartPay Training Forum. Acceptable courses will be designated as “GSPC - GSA Qualifying Class” on the GSPC qualifying course list available on the forum’s website (gsasmartpayforum.org) and within the GSA SmartPay Training Forum’s mobile app.

Bank/Brand Qualifying Classes (5)

Complete 5 Bank/Brand qualifying classes offered during the annual GSA SmartPay Training Forum. Acceptable courses will be designated as “GSPC - Bank/Brand Qualifying Class” on the GSPC qualifying course list available on the forum’s website (gsasmartpayforum.org) and within the GSA SmartPay Training Forum’s mobile app.

Attendance at agency meetings occurring throughout the forum does not count toward the certification requirements.

2. After the GSA SmartPay Training Forum, candidates will receive an email with a link to the GSA SmartPay Training site where candidates will confirm that they have met the training and experience requirements. If a candidate does not already have an account on the GSA SmartPay Training site, an account will need to be established by visiting this site <https://training.smartpay.gsa.gov/> and selecting “Register” at the upper right of the screen. **Please note this email will be sent out approximately one month after the forum.**

Candidate can confirm requirements have been complete by answering the following two questions in the presented on the SmartPay Training website:

- a. Coursework: I have completed all required courses offered through the GSA SmartPay Training Forum including GSA SmartPay Qualifying classes and Bank/Brand Qualifying classes as outlined in Smart Bulletin No. 022.
- b. Experience: I have a minimum of six (6) months of continuous, hands-on experience working in an agency/organization GSA SmartPay program prior to applying for the GSA SmartPay Program Certification.

Failure to confirm requirements have been completed will display the following message, “You have not met the minimum requirement to be issued a GSA SmartPay Program Certification. Please see Smart Bulletin No. 022”. Candidates can re-submit answers at any time after requirements have been completed.

Failure by the candidate to confirm requirements via the GSA SmartPay Training website will result in GSA SmartPay Program Certificate not being issued.

3. The certificate will be available immediately after the candidate confirms that the requirements have been met via the GSA SmartPay Training site.

4. A copy of certificate will be maintained in the recipient's GSA SmartPay Training site account and available whenever he/she accesses the account.

Candidates for GSPC Renewal will need to comply with the following procedures:

1. Satisfy the training requirements as defined below:

All candidates for the "GSA SmartPay Program Certificate" renewal must take a total of five (5) GSA Qualifying and Bank/Brand Qualifying classes at a GSA SmartPay Training Forum anytime within the next three (3) years after the original certification. Agency meetings do not count towards the requirement. Courses can be taken all at once or spread out over the three year time span.

2. Confirm that you have met the renewal requirements on the GSA SmartPay Training website. The year your certification is due for renewal, you will receive an email after that year's forum with a link to the GSA SmartPay Training website asking you to confirm that you have met the renewal requirements.

Failure by the recipient to confirm requirements have been completed via the GSA SmartPay Training website by the year due (i.e. three years after the original certification) will result in certification expiring. The candidate will need to obtain a new (not renewal) certification the following year at the GSA SmartPay Training Forum.

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If you have any questions or comments regarding this Smart Bulletin, please contact the GSPC program manager at smartpaygspc@gsa.gov or the GSA SmartPay Team at 703-605-2808.

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